

# STATE OF NEW JERSEY



## LOCAL POLICE DEPARTMENTS RECORDS RETENTION SCHEDULE

M9000000-904

## RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER  
M900000SCHEDULE NUMBER  
904PAGE NUMBER  
1 OF 21

DEPARTMENT  
Local Police Departments

DIVISION

BUREAU

AGENCY REPRESENTATIVE Donald R. McCann

TITLE Chief, Law Enforcement Standards Section  
Division of Criminal Justice

(AREA CODE) TELEPHONE NUMBER (856) 486-6055

**SCHEDULE APPROVAL:** Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE

DATE

3/17/03

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE

DATE

15 MAY 2003

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0001-0000	Alarm Files			
0001-0001	Correspondence Letters requesting hookup and emergency phone number update.	3 yrs		Destroy
0001-0002	Accidental Alarm Log Lists: time of call, location, and case number. Information is also found in event cards and in the false alarm card index. Logged by date.	3 yrs after final entry		Destroy
0002-0000	Alcoholic Beverage Control Permits (Copy)	1 yr		Destroy
0003-0000	Annual Departmental Report			
0003-0001	Record Copy, Chief's Office	Permanent		Permanent
0003-0002	Annual Departmental Report (Duplicates)	5 yrs		Destroy.
0004-0000	Applications for Emergency Lights Files Applications for civilian, first aid, fire tow truck and other emergency lights.	3 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0005-0000	Applicants Log Book Lists: name, date, and reason-employment or licensing, excluding firearms. Fingerprint fee is involved.	3 yrs after last entry		Destroy
0006-0000	Arrest Card File Lists: name, address, date of birth, social security number, fingerprints, photograph, dates of arrest, FBI number, SBI number, arrest number, offense number, and complaint number of all persons arrested.	75 yrs		Destroy
0007-0000	Arrest Files (Copy) Copy of arrest report, including: copies of fingerprints, mug shots, negative, and state and federal rap sheets.	Upon final disposition of case		Destroy
0008-0000	Arrest Listings			
0008-0001	Arrest Listings Lists: arrest number, date, name, sex, race, and offense.	1 yr after date of last entry		Destroy
0008-0002	Juvenile Fingerprint and Picture Listings Lists: date, charge, and assigned number of printed and photographed juveniles.	5 yrs after all juveniles assigned numbers have reached majority unless in litigation		Destroy
0009-0000	Assigned Investigation Listings Lists who is assigned to an investigation, complaint number, date assigned, location, type of incident, and date report was completed.	1 yr after date of last entry		Destroy
0010-0000	Audio Tapes Tape recordings of police dispatches and citizen's calls. Information is logged into the Event/Dispatcher's Log Book.	31 days		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0011-0000	Auctioned-Scrapped Vehicles File File containing information and returns of yearly auction of abandoned vehicles.	6 yrs		Destroy
0012-0000	Blotter Sheets/Daily Assignment Sheets Daily entry of all police employees, listing all personnel assigned to specific shifts including: name of dispatcher, date, hours, assignments, and other related information. Serves as a time record.	3 yrs		Destroy
0013-0000	Breath Test Instrument Inspection Certificate (Copy) Original maintained by the State Police "Until disposal of equipment."	2 yrs after next periodic inspection unless in litigation		Destroy
0014-0000	Broken Streetlights File	1 yr		Destroy
0015-0000	Communications File Monthly state computer printouts and quarterly NCIC/SCIC computer records concerning verification of accuracy of entries and crime statistics.	1 yr		Destroy
0016-0000	Community Relations Files Consists of public relations information, crime prevention information and requests for public speaking.	As updated		Destroy
0017-0000	Confidential Informant Report File Contains names; address; confidential informant number issued to ensure confidentiality; and, monies dispersed.	1 yr		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
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0018-0000	Crime Reports Annual crime report prepared by the Department for internal use to determine staff and location assignments.	5 yrs		Destroy
0019-0000	Criminal History Control Listing Listing of computer entry information containing the criminal history of convicted individual. Includes date, location, violations, and convictions of individual and date of transaction, name of operator, and type of search requested. This listing is required to be kept by the State Police as a measure to supervise the access to this information. The State Police maintains a copy of the entry information.	Permanent		Permanent
0020-0000	Crossing Guard Files Log of guards' daily activities prepared by supervisor of crossing guards.	1 yr		Destroy
0021-0000	Daily Activity/Tally Sheets/Vehicle Logs Daily activity sheet completed by police officers, listing: time of assignment and type of work assignments, summaries of assignments completed, and condition of vehicle and equipment.	3 yrs		Destroy
0022-0000	Daily Bulletins Informational reports used by patrol officers on criminal activities which have happened in the previous twenty-four hours.	1 yr		Destroy

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0023-0000

Daily Statistical Sheets  
Record of daily police calls and incidents on Uniform Crime Report (UCR) reportable crimes. This information is compiled into the monthly UCR report.

1 yr

Destroy

0024-0000

Dog Licenses (Copies)  
Record copy at municipal clerk's office.

1 yr

Destroy

0025-0000

Educational Programs File  
Safety programs for grades K-12 and adult driver improvement.

Periodic review

Destroy

0026-0000

Event Cards/Complaint Cards  
Record of a police, fire, and first aid call listing the time of the call, dispatch, arrival, and completion; number of the officer assigned; the vehicle; the district; tax area; assisting officers; dispatcher's number; name, address, and phone number of the caller; and the location of the incident. If it is a major incident, this information along with further investigative information will be found in the incident report.

5 yrs

Destroy

0027-0000

Event Log/Dispatcher's Log Book  
Lists: name of dispatcher, desk officer, road supervisors for each day and shift; names of patrol officers; their assigned vehicle; districts; and, time and location of all calls received for police, fire, and first-aid services. This information is logged in for each call received by the police department and is also found on the event card and daily assignment sheets.

5 yrs after  
completion of log

Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
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0028-0000	False Alarm Card Index Lists: time of call, location, and case number each time there is a false alarm. Information is recorded on the event card and in the false alarm log. Indexed by name.	1 yr		Destroy
0029-0000	Field Contract Cards List: name, age, date of birth, social security number of suspicious persons, etc. These are given to the detective(s) assigned to that particular area and are used for informational purposes on crime activity in that area.			
0029-0001	Field Contact Cards - Department/Bureau Copy	1 yr		Destroy
0029-0002	Field Contact Cards - Detective's Copy	6 mos		Destroy
0030-0000	Financial Log Operating Budget Log book for running account budget. Used in preparation of the Quarterly Administrative Services Report.	6 yrs		Destroy
0031-0000	Firearms Applicant Log Listing Lists: name, date, officer, and business address for firearms, pistol, and permit to carry applicants.	3 yrs after final entry		Destroy
0032-0000	Firearms Applications File (Copy) Contains: state and federal returns of finger prints, reference letters, mental health report, and copy of application. (Application for Firearms Purchaser Identification Card, Application for Permit to Purchase Handgun, Application for Permit to Carry Handgun, and/or Application for a Duplicate Firearms Purchaser Identification Card). Original is with the State Police. Fee involved.	3 yrs after date of expiration		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
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0033-0000	Forms Control Book Copies of all forms developed and used by the municipal police department.	As updated		Destroy
0034-0000	Grants and Grant Applications			
0034-0001	Signed Originals and Support Material	7 yrs after termination of agreement		Destroy
0034-0002	Signed Originals and Support Material (Duplicates)	1 yr after termination of agreement		Destroy
0035-0000	Handicapped Parking Permits	1 yr		Destroy
0036-0000	Incident Report File Contains account of reported incident and followup investigation report for all incidents which require a further report than the initial event card or event report. File may also include: arrest reports, copies of lab reports, polygraph results, supplementary reports, statements, tapes of statements, and waivers.			
0036-0001	Criminal, Excluding Homicide - Arrest (Record Copy)	75 yrs		Destroy
0036-0002	Criminal, Excluding Homicide, Missing Persons, and Stolen Weapons - No Arrest (Record Copy)	7 yrs from date of crime		Destroy
0036-0003	Non-Criminal, Excluding Drunk Driving (Record Copy) May include: animal bite, drunkenness, fire, disorderly conduct, department service and assistance reports, and other related reports of this nature.	2 yrs		Destroy



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0036-0004	Drunk Driving (Record Copy)	6 yrs unless in litigation		Destroy
0036-0005	Homicide (Record Copy)	Permanent		Permanent
0036-0006	Sudden and Accidental Deaths (Record Copy)	Permanent		Permanent
0036-0007	Incident Reports (Copies)	1 yr		Destroy
0036-0008	Latent Prints, Photographs, and Negatives Except in Cases of Fatalities and Sudden Deaths	Retain with case		Destroy
0036-0009	Latent Prints, Photographs, and Negatives in Cases of Fatalities and Sudden Deaths	Permanent		Permanent
0036-0010	Drunk Driving Video Tape Consists of a video tape of drunk drivers who have been arrested. Used in court as evidence for conviction of drunken drivers.	30 days after final disposition		Destroy
0037-0000	Investigations Log Book, Bureau Level Lists name, address of victim, nature of incident, case number, detective assigned, description of stolen property, and status of case.	1 yr after all cases are closed		Destroy
0038-0000	Juvenile Case Files Contains basic information on each juvenile, intake form, client contact form, juvenile release form, counselor's comments, and referrals.	5 yrs after reaching majority unless a case is in litigation		Destroy

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0039-0000	Juvenile File Cards, Reference List: name, address, phone number, birthdate, referral date, and referral source. Juveniles are referred by courts, schools, and the Juvenile Conference Committee to Juvenile Bureau. This information is also contained in the case file.	Periodic review		Destroy
0040-0000	Juvenile Log Book Contains: name, date and type of offense, complaint number, and name of officer. Logged by complaint number and date. Information also found in daily and incident log books.	23 yrs after final entry		Destroy
0041-0000	Juvenile Pictures and Fingerprints Fingerprints and photographs of juveniles arrested and photographs of juveniles who have runaway.	5 yrs after reaching majority unless a case is in litigation		Destroy
0042-0000	Juvenile Record Cards Contains: name, address, phone, physical description, date of birth, offense, and description of case. These cards are maintained on juveniles arrested or handled and serve as background checks on juveniles.	5 yrs after reaching majority		Destroy
0043-0000	Master Card File/Information Card File Lists: names, addresses, phone numbers, and case numbers of those individuals and businesses who have had contact with the police department as a suspect, offender, victim, or witness.	Permanent		Permanent
0044-0000	Master Index to Orders Index to operations and policy orders, general/special orders, and personnel orders. Lists: title of order, order number, date, and code.	As updated		Destroy

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0045-0000

Missing Persons Log  
Lists: name, complaint number, missing person number, date missing, date of location, and age of subject. This information will also be found in the incident log book.

3 yrs after  
last entry

Destroy

0046-0000

Missing Persons Report - Juveniles (Copy)  
Report of missing juveniles only. Record copy is in incident report file.

1 yr after case  
is closed

Destroy

0047-0000

Money Log Book  
Log of all money collected for applications fees.

6 yrs after final  
entry

Destroy

0048-0000

Monthly Bureau Reports  
Monthly activity reports submitted by each bureau.

3 yrs

Destroy

0049-0000

Monthly Finance Report  
Totals of money collected from counter and mail for each case title.

0049-0001

Monthly Finance Reports, Records Bureau (Record Copy)

6 yrs

Destroy

0049-0002

Monthly Finance Reports, Records Bureau (Duplicates)

1 yr

Destroy

0050-0000

Motor Vehicle Abstracts Log  
Lists: request number, driver's name and license number, officer, and complaint number. This information is sent from the State Division of Motor Vehicles to be used to prove revocation of license in court.

Upon disposition of  
each case

Destroy

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0051-0000

Motor Vehicle Accident Listing  
Lists: case number, date, time, location and driver's and vehicle owner's name for all motor vehicle accidents.

3 yrs after final entry

Destroy

0052-0000

Motor Vehicle Accident Location Log  
Log of all accidents that have occurred within the municipality.

3 yrs

Destroy

0053-0000

Motor Vehicle Accident Reports

0053-0001

Reportable and Non-Reportable Accident Report  
Consists of: major and minor accidents, including police motor vehicle accident reports and hit and run investigations.

3 yrs unless in litigation

Destroy

0053-0002

Fatal Accident Report Files - Closed

Permanent

Permanent

0053-0003

Police Motor Vehicle Accident File  
Contains: Chiefs final recommendation, review board's investigation and recommendations, and copy of accident report.

6 yrs unless in litigation

Destroy

0054-0000

Orders Notebooks/Rules and Regulations  
Contains all personnel orders, memoranda, instructional material, personnel information, general/special orders, operational memos and orders, and rules and regulations governing the police department.

0054-0001

Orders Notebooks/Rules and Regulations  
Signed or Issued by department or division head.  
(Record Copy)

Permanent

Permanent

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0054-0002

Orders Notebooks/Rules and Regulations  
(Duplicates)

As updated

Destroy

0055-0000

Overtime Reports  
Completed by officer; listing: name, date, and  
overtime hours worked.

6 yrs

Destroy

0056-0000

Patrol Direction Listing  
Weekly sheets containing criminal activity by  
time and district.

3 yrs

Destroy

0057-0000

Patrol Look-Out Listing  
Information to patrol shifts concerning criminal  
activity in specific districts and shifts.

1 yr

Destroy

0058-0000

Pawnshop Dealers/Precious Metals Files  
Contain police reports and other related papers.

1 yr

Destroy

0059-0000

Peddlers/Solicitors License Applications

3 yrs

Destroy

0060-0000

Photo Mug File  
Photographs of person each time arrested.

After death or  
75 yrs

Destroy

0061-0000

Police Applications  
Contain application, fingerprint card of person  
hired, and copy of identification card of each  
person hired. Copy of application is held in  
personnel file.

0061-0001

Police Applications (Accepted)

6 yrs after  
termination of  
employment

Destroy

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0061-0002	Police Applications (Rejected)	3 yrs		Destroy
0062-0000	Prisoner Log Book/Turnkey Record Lists: name of prisoner, date of arrest, reason for arrest, cell number, and disposition. Required to be kept by State Department of Corrections.	5 yrs after last entry		Destroy
0063-0000	Property Listings Date, description, location, and disposition on all property that enters the department. Recorded by complaint number.	Until final disposition of all entries		Destroy
0064-0000	Property Sheet/Receipt Lists: complaint number, date, description of item, and patrolman's initials of property transfer.	3 yrs after final disposition		Destroy
0065-0000	Quarterly Administrative Services Report Report contains a running quarterly account of operating budget for the police department.	3 yrs		Destroy
0066-0000	Radar and Tuning Fork Calibration A file on the accuracy of police radar and tuning forks.	2 yrs		Destroy
0067-0000	Radar Log Sheet Reports prepared by operator including the vehicle number, radar unit number calibration, vehicles stopped, location, and direction of travel.	2 yrs		Destroy
0068-0000	Raffle Reports Reports of returns of raffles approved by a municipal agency.	3 yrs		Destroy

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0069-0000

Receipt Book/Counter Money Log  
Daily listing of record number, money amount,  
balance, and initials of clerk (for copies made,  
etc).

6 yrs after final  
entry

Destroy

0070-0000

Release Forms  
Form completed by citizen authorizing police to  
gain entry into locked automobiles or home,  
releasing police from damage or injury claims  
and for release of individual information.

2 yrs

Destroy

0071-0000

Request and Approval for Secondary Employment

0071-0001

Request and Approval for Secondary Employment  
Original maintained in Chief's Office.

6 yrs

Destroy

0071-0002

Request and Approval for Secondary Employment  
Copy maintained by Division.

1 yr

Destroy

0071-0003

Request and Approval for Secondary Employment  
Copy maintained by Officer/Supervisor.

1 yr

Destroy

0071-0004

Request and Approval for Secondary Employment  
Daily Log

6 yrs after final  
entry

Destroy

0072-0000

Requisition Log Book  
Record of all police requisitions. Does not  
contain actual requisitions.

1 yr

Destroy

0073-0000

Restraining Orders From Family Court (Copies)

0073-0001

Restraining Orders From Family Court - Final

50 yrs

Destroy

0073-0002

Restraining Orders From Family Court - Temporary

1 yr

Destroy

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0073-0003

Restraining Orders From Family Court - Temporary and Final Dismissed

1 yr

Destroy

0074-0000

Slide Film File

Contain 35mm slides of crime scenes and investigations. These are cross-referenced to the case files by complaint number.

0074-0001

Slide Film File - Fatalities and Sudden Deaths

Permanent

Permanent

0074-0002

Slide Film File - Other Than Fatalities and Sudden Deaths

Retain with case

Destroy

0075-0000

Special Reports File

Multi-purpose reports used to record information or actions for official purposes where such information is an addition to a previously reported event.

5 yrs

Destroy

0076-0000

Special Report Log

Lists: number, date, complaint number (when applicable), subject, who has prepared the report, and who has received it.

5 yrs after last entry

Destroy

0077-0000

Speedometer Calibration

A file on accuracy of police speedometers.

2 yrs

Destroy

0078-0000

Statistical Crime Reports

Monthly computer printout reports on criminal activity within the municipality by time, area, and/or event. This information is incorporated into the annual departmental report.

3 yrs

Destroy



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0079-0000	Statistical Traffic Reports Annual statistical reports on traffic accidents.			
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0079-0001	Statistical Traffic Reports (Record Copy)	5 yrs		Destroy
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0079-0002	Statistical Traffic Reports (Duplicates)	1 yr		Destroy
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0080-0000	Stolen/Recovered Bicycle Cards List: type (boys/girls), size, color, brand, where stolen/recovered, owner, value, date, and serial number.	2 yrs		Destroy
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0081-0000	Subpoena Log Contains: name of defendant, officer, issuing authority, court dates, date received, date notified, and signature.	1 yr after last entry		Destroy
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0082-0000	Summonses (Copy) Record copy is maintained by the municipal court.	30 days after disposition		Destroy
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0083-0000	Summonses Log Book Lists: date, summons number, statute number, officer number, court date, and location. The log keeps a monthly and yearly total of all summonses.	1 yr after all summonses have been returned to court		Destroy
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0084-0000	Taxi Cab Inspections Inspections which are in additions to those given by the state Division of Motor Vehicles.	1 yr		Destroy
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0085-0000	Telephone Toll Listing Monthly record of all phones, toll calls, repairs, and additions. Bills are kept separate.	6 yrs		Destroy
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0086-0000

Three Year Crime Comparison Report  
Monthly statistical report comparing current month and previous two years of crimes and motor vehicle accidents within the township.

3 yrs

Destroy

0087-0000

Tow Truck Operators Schedule

2 yrs

Destroy

0088-0000

Towed Vehicle Log  
Lists: date of tow, complaint number, reason for the tow, description of vehicle, and date of release of all motor vehicles towed by the police department.

1 yr after final entry

Destroy

0089-0000

Township Licensing Criminal History and Motor Vehicle Check  
Contains: fingerprint cards, criminal history check, and computer printout of driving record. This serves as a background check prior to township clerk issuing license. Only the initial application is checked, not renewals. Information is also noted in the information/master card index.

6 mos

Destroy

0090-0000

Traffic Surveys  
Surveys concerning traffic lights, accident rates, and other traffic related areas.

0090-0001

Traffic Surveys (Record Copy)

3 yrs

Destroy

0090-0002

Traffic Surveys (Duplicates)

1 yr

Destroy

0091-0000

Training Files  
Contain all training materials, reports, grants, and studies.

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0091-0001

Training Materials Created by the Municipal Police Department (Master Copy)

Periodic review

Destroy

0091-0002

Training Materials Received at Outside Conferences (Duplicates)

As updated

Destroy

0092-0000

Uniform Crime Report (UCR) (Copy)  
Monthly report sent to the State Police listing all major crimes within the township, including arrests and clearances on these crimes. Original is held by the State Police.

3 yrs

Destroy

0093-0000

Vacant/Unoccupied House Listing

Upon reoccupancy of house

Destroy

0094-0000

Vehicle Log Book  
Maintains status of stolen cars, mopeds, motorcycles, and license plates. Listed by complaint number.

10 yrs after last entry

Destroy

0095-0000

Video Tapes

0095-0001

Crime Scene Video Tapes - In Cases of Fatalities and Sudden Deaths

Permanent

Permanent

0095-0002

Crime Scene Video Tapes - In Cases Other Than Fatalities and Sudden Deaths

Retain with case

Recycle

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0096-0000

Warrant Log Book  
Lists all warrants and summonses received by the police department from all courts throughout the state. Also called the Warrants, Court Summonses and Subpoena Log.

1 yr after all warrants and summons have been returned

Destroy

0097-0000

Weekly Jail Inspection Report/Field Report/Daily Detainee Log

2 yrs

Destroy

0098-0000

Voluntary Firearms Surrender File  
File pertaining to the state-wide voluntary firearms surrender program, conducted in conjunction with the local police department, the County Prosecutor's Office, and the Office of the Attorney General. (N.J.S.A. 2C:39-12)

0098-0001

Voluntary Firearms Surrender File - Program Forms  
File contains: Notice of Intent to Voluntarily Surrender a Firearm, Firearms Surrender Information, Voluntary Firearms Surrender Inventory, Request to the County Prosecutor's Office to Conduct a Voluntary Firearms Surrender Program, Authorization From the County Prosecutor's Office to Conduct a Voluntary Firearms Surrender Program, and supporting documentation. [(N.J.S.A. 2C:1-6B (3))]

7 yrs

Destroy

0098-0002

Voluntary Firearms Surrender File - Project Final Report (Copy)  
Original retained by the Office of the Attorney General.

Permanent

Permanent

0098-0003

Voluntary Firearms Surrender File - Firearms Destruction and Final Disposition Form

Permanent

Permanent

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0099-0000	Public Safety Answering Points (PSAP) Files Includes: 9-1-1 tape recordings, all documents related to 9-1-1 calls, and PSAP call-takers listing. N.J.A.C. 13:81-24.			
0099-0001	PSAP - 9-1-1 Tape Recordings	31 days		Erase
0099-0002	PSAP - All Documents Related to 9-1-1 Calls	31 days		Destroy
0099-0003	PSAP - Call-takers Listing and Substitute Call-takers Listing	1 yr		Destroy
0100-0000	Internal Affairs Investigative Case Files			
0100-0001	Internal Affairs Case File - Criminal With Arrest	75 yrs		Destroy
0100-0002	Internal Affairs Case File - Criminal With No Arrest	5 yrs		Destroy
0100-0003	Internal Affairs Case File - Criminal Charges Cleared/Expunged	5 yrs		Destroy
0100-0004	Internal Affairs Case File - Criminal - Homicide	Permanent		Permanent
0100-0005	Internal Affairs Case File - Noncriminal	5 yrs		Destroy
0100-0006	Internal Affairs Case File - Audio/Video Tapes	5 yrs after transcription		Erase
0101-0000	Warnings - Traffic			
0101-0001	Warnings - Traffic - Record Copy	3 yrs		Destroy
0101-0002	Warnings - Traffic - Officer's Copy	1 yr		Destroy
0101-0003	Warnings - Traffic - Log	3 yrs after final entry		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

M900000

SCHEDULE NUMBER

904

PAGE NUMBER

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RECORD  
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

0102-0000

Mobile Video/Audio Recording (MVR) Equipment Tapes  
(In-Car Camera Video Tapes)

Used to record information related to motorist  
contacts and other patrol related activities.  
Type of incidents recorded include:  
traffic/criminal enforcement stops, in-progress  
vehicle/criminal code violations, police  
pursuits, fatal accident/major crime scenes,  
operator's situational awareness, and any  
applicable special projects.

0102-0001

MVR Equipment Tapes - Criminal - Homicide  
Recorded

7 yrs after case  
closed

Erase

0102-0002

MVR Equipment Tapes - Criminal Incident -  
Non-Homicide  
\*N.J.S.A. 2C:1-6b(1) Time limitations.

5 yrs after case  
closed\*

Erase

0102-0003

MVR Equipment Tapes - Routine

31 days

Erase

0103-0000

Station MVR Equipment Tape Log  
Contains all activity associated with the  
station video tapes.

7 yrs after final  
entry

Destroy